December 8, 2004

MEMORANDUM FOR CONTRACTING OFFICIALS

SUBJECT: Online Representations and Certifications Application (ORCA)

This letter is to inform you about a new Federal Integrated Acquisition Environment (IAE) initiative called the "Online Representations and Certifications Application (ORCA)." ORCA is a web-based system that centralizes and standardizes the collection, storage and viewing of many of the representations and certifications required by the Federal Acquisition Regulations and previously found in solicitations. According to the language included in FAR Case 2002-024, vendors will be required to use ORCA beginning 1 January 2005.

This FAR change will require you (and your Contract Writing System, if applicable) to replace most of the current solicitation provisions with a single clause that directs your vendors to complete the online provisions in ORCA. There is a clause for use in commercial item acquisitions and a separate clause for use in non-commercial item acquisitions. However, agency specific provisions and solicitation specific provisions not included in ORCA will still have to be included in solicitations. All otherwise applicable representations and certifications will still have to be included in solicitations when registration in the Central Contract Registration is not required (see FAR 4.1102).

In addition, architect-engineer firms can voluntarily submit SF 330 Part II, Architect-Engineer Qualifications, through ORCA. However, vendors have been informed that the voluntary submittal of the SF 330 Part II in ORCA does not eliminate the requirement that they submit this form to each agency for which it wants to be considered for projects that are not publicly announced.

ORCA's search page (http://orca.bpn.gov/publicsearch.aspx) allows you to view the vendors' current record by entering their DUNS number or view their archived records by entering their DUNS number and the dates of interest (for example, the date of the solicitation.) The record can be viewed and downloaded/printed if desired. Please note that the new FAR language does not require a paper copy of the ORCA record be kept in the contract file.

For your information, a copy of the notice going out to all active CCR registrants beginning next week is attached.

Detailed information can be found in the attached FAR Case, as well as by visiting the "Help" section of the website at http://orca.bpn.gov. The help section includes ORCA background information, frequently asked questions (FAQ), the ORCA Handbook, and whom to call for assistance.

Sincerely,

Teresa Sorrenti
IAE Program Manager

![egov logo](My Government. My Terms.)

Attachment:

December 8, 2004

MEMORANDUM FOR FEDERAL VENDORS

SUBJECT: Online Representations and Certifications Application (ORCA)

Dear Vendor,

Beginning January 1, 2005, the Federal Acquisition Regulation (FAR) will require the use of the Online Representations and Certifications Application (ORCA) in Federal solicitations as a part of the proposal submission process. ORCA is a web-based system that centralizes and standardizes the collection, storage and viewing of many of the FAR required representations and certifications previously found in solicitations. With ORCA, you now have the ability to enter and maintain your representation and certification information, at your convenience, via the Internet at http://orca.bpn.gov. In addition, rather than receiving and reviewing paper submissions, government contracting officials can access ORCA and review your information online as a part of the proposal evaluation process. You will no longer have to submit representations and certifications completed in ORCA with each offer. Instead, a solicitation will contain a single provision that will allow you to either certify that all of your representations and certifications in ORCA are current, complete and accurate as of the date of your signature, or list any changes.

Although architect-engineer firms can voluntarily submit the Standard Form (SF) 330 Part II through ORCA, they still must submit this form to each agency for which it wants to be considered for projects that are not publicly announced.

To prepare for this requirement and to register in ORCA, you will need to have two items: an active Central Contractor Registration (CCR) record and a Marketing Partner Identification Number (MPIN) identified in that CCR record. Your DUNS number and MPIN act as your company's ID and password into ORCA. (Visit www.ccr.gov for more information on creating and entering your MPIN). The basic information provided in your CCR record is used to pre-populate a number of fields in ORCA. Vendors are reminded to protect their MPIN from unauthorized use.

Once in ORCA you will be asked to review pertinent information pre-populated from CCR, provide a point of contact, and answer a questionnaire that contains up to 26 questions. The questionnaire is to help you gather information you need for the clauses. The questionnaire is not the official version. Be sure to read the provisions carefully.

The answers you provide are then automatically entered into the actual FAR provisions. You are required to review your information, as inserted, in context of the full-text provisions for accuracy; acknowledge three additional read-only provisions; and click a time/date stamp before final submission. You will need to review and/or update your ORCA record when necessary, but at least annually in order to maintain its active status.

Detailed information regarding ORCA, how to submit your record, and whom to call for assistance can be found on ORCA's homepage at http://orca.bpn.gov under "Help."

Thank you,

Teresa Sorrenti

Teresa Sorrenti
IAE Program Manager